



POSITION DESCRIPTION

CLASSIFICATION TITLE	Analyst	WORK AREA	Accounting Office Supervisor
CLASS CODE	3004/Nonexempt	EFFECTIVE DATE:	October 1, 2001

FUNCTION

Supervising the responsibilities of the accounting staff.

Provide guidance to the division Managers regarding their capital improvements program. Analyzing all projects within the program. Prepare monthly financial statement to be used by the Director, Division Managers and Auditors. Organize the annual budget with all of the Division Managers and liaison with fiscal services, assemble reports and be accessible for support to the auditors during Annual Financial Audit.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Accounting, Finance, or Business Administration and one (1) year experience in an accounting position.

A comparable amount of education, training, or experience may be substituted.

SPECIAL REQUIREMENTS

Thorough knowledge of accounting principles and practices and modern office practices. Knowledge of personal computers and software application used for accounting functions. Skilled in the use of standard office equipment such as a 10 key adding machine or calculator and personal computer.

Ability to apply accounting procedures to practical applications. Ability to analyze and evaluate accounting data. Ability to follow detailed oral and written instructions. Ability to organize work and provide technical assistance to other accounting personnel. Ability to prepare complete and accurate complex accounting reports and statements. Ability to complete work assignments with a minimum of supervision.

ESSENTIAL FUNCTIONS

NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Plans, coordinates and maintains an efficient accounting system, including accounts payable and receivable, payroll, and cost accounting functions, through use of a personal computer. Compiles monthly, quarterly, and annual financial statements, reports related to department or division financial activity. Reconciles and classifies the recording or receipts and distributions.

Plans, organizes, develops, reviews, and revises accounting forms, fiscal statements, controls, information systems, and procedures to promote efficient records.

Monitors accounts and posts fixed assets to respective accounts. Processes and tracks payments to consultants. Prepares and coordinates with County Finance all necessary adjusting entries. Assists supervisor in budget and financial planning. Performs analysis and evaluation of budget expenditures.

Performs other duties as necessary.

WORKING CONDITIONS

The work environment for this position is in an office setting. Most duties are performed sitting at a desk or table. Incumbents in this position perform job tasks that require repetitive hand movement.